**Trustee Recruitment Pack 2020**

**Help make your mark on equality for women in Wales**



**Background**

At our AGM on November 6th 2020 two of our brilliant and supportive trustees will be standing down. We are very grateful to both Frances Beecher and Shelagh Isles for their huge contributions to WEN Wales since they have been with us, both with development of our strategy, and support in building WEN’s capacity.

We are therefore looking for two new trustees to join our dynamic and supportive board. Following our annual review of the [current board of trustees](https://wenwales.org.uk/about-wen/trustees/) we have identified particular **skills gaps in Legal, Commercial and Fundraising**. We are also South Wales centric and **would like to have trustees from elsewhere in Wales**. We would also **particularly welcome Black, Asian, and minority ethnic** (BAME) and **disabled** applicants as we are committed to a truly intersectional approach.

**What we are looking for**

Our Diverse 5050 coalition campaign, our flagship Mentoring project, our WEN Cafes, our diverse membership or our ability to influence and challenge Welsh Government will all provoke your interest and inspire you to get involved in driving our small but influential organization.

You will be a WEN Wales member, have a strong network, a strong commitment to our [values and our vision](https://wenwales.org.uk/about-wen/) of a Wales free from gender discrimination, and you will be able to offer your energy, time and strategic thinking.

Board meetings are once per quarter and we have an annual strategy day. Currently board meetings take place online and there will always be dial in facilities if we return to physical meetings.

**About WEN Wales**

Our vision is a Wales free from gender discrimination - a Wales where all women and men have equal authority and opportunity to shape society and their own lives.

We work with our vibrant coalition of organizational and individual members to transform society – no one organization alone can deliver equality. Our work sits under three pillars. We will Connect, Campaign and Champion women so our vision is realized.

Our three strategic priorities are:

* Growing and mobilising the coalition by reaching out to new audiences across Wales.
* Campaigning for Diverse 50:50 leadership in the Senedd and in Local Government
* Strengthening women’s rights by ensuring CEDAW principles are enshrined in Welsh Law

You can find out more about our strategy, what we are fighting for, and all our work [here](https://wenwales.org.uk/about-wen/trustees/).

If you would like to discuss the role of trustee please email [admin@wenwales.org.uk](mailto:admin@wenwales.org.uk) to arrange a time to talk to the Chair, Sarah Powell or the Director, Catherine Fookes, heading your email ‘Trustee Vacancy’.

**How to apply:**

* Read the role description and this information pack
* Send your CV, a short statement (maximum 300 words) of what you can bring to the board and the anonymous demographic form to [admin@wenwales.org.uk](mailto:admin@wenwales.org.uk) heading your email ‘Trustee Vacancy’
* Please also confirm in your covering email that you have not been disqualified by law from acting as a trustee
* Deadline for applications: **Monday 12th October 9am**
* OnlineAGM where WEN Members will vote on trustees**: 11am Friday 6th November 2020**

**The Role of the Trustee**

**Main responsibilities**

1. To ensure that WEN Wales operates within the law including the requirements relating to employment, health and safety, and equal opportunities.

2. To help ensure that WEN Wales pursues its charitable objects and sets out in its Strategic Plan how these may best be achieved in the coming years.

3. To help ensure that WEN Wales complies with the requirements of its Governance arrangements.

4. To contribute to the Board’s responsibility to ensure that WEN Wales has a Business Plan which sets out its objectives and the financial implications for the year and help monitor the implementation of that plan.

5. To ensure that WEN Wales resolves to follow these objectives.

6. To make an active contribution to the Board in its work in setting the organisation’s policies and targets and evaluating its performance.

7. To appoint and effectively support the Director of WEN Wales in his/her duties and to ensure the Director has the necessary authority to act.

8. Not to intervene inappropriately in the day-to-day management of the organisation, respecting the delegation the Board gives to the Director to take responsibility for the day-to-day management of WEN Wales which includes organising the delivery of its work programme, looking after its assets, supervising and directing the staff and any other duties as delegated by the Board.

9. To safeguard and uphold the reputation of WEN Wales in the eyes of the public and members. The Chair and Director are the nominated spokespersons for WEN Wales. No Trustee will speak to the media on behalf of WEN Wales unless this has been agreed with the Chair and Director.

10. To work for WEN Wales’ financial security and viability.

11. To be fully aware of the responsibilities and liabilities of becoming a Trustee.

12. To declare if you should be disqualified from acting as a Trustee under Section 72 of the Charities Act 1993 or under a disqualification order under the Company Directors Act 1980.

13. To accept, support and maintain the role of governance and management within WEN Wales.

**Person Specification**

A Trustee of WEN Wales is expected to be:

• Honest, reliable and trustworthy

• Committed to the ethos and culture of WEN Wales

• Willing to learn and accept the legal duties, responsibilities and liabilities of acting as a Trustee

• Willing to play a constructive part in the governance of WEN Wales

• Have a clear understanding of the role of WEN Wales with its members

• Able to make impartial judgements about issues affecting WEN Wales

• Able to think creatively

• Able to speak their mind and to appropriately question differing points of view and statements

• Able to work effectively as a team member

• Willing to accept majority decisions

• Willing to take part in training

**Appendix 1 Demographic Form : Please return with your application**

Demographics Form

|  |  |  |
| --- | --- | --- |
| **Please state your gender:** | | |
| Female | Male | Prefer Not to Say |
| Prefer to use own term: | | |

|  |  |  |
| --- | --- | --- |
| **Is your gender the same as the gender you were assigned at birth?** | | |
| Yes | No | Prefer Not to Say |

|  |  |  |
| --- | --- | --- |
| **Do you have any form of disability which may affect the way you work?** | | |
| The Equality Act 2010 defines a disabled person as a person with a disability. A person has a disability if they have a ‘physical or mental impairment and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities’. | | |
| Yes | No | Prefer Not to Say |
| Please specify: | | |

|  |  |  |
| --- | --- | --- |
| **Do you speak any of the following languages? Please indicate your first language and any others you speak.** | | |
| English | Welsh | Prefer not to say |
| Other (please specify): | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please indicate your age band:** | | | | | |
| 18 - 25 | 26 – 35 | 36 – 45 | 46 – 55 | 56 and over | Prefer Not to Say |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **How would you describe your sexual orientation?** | | | | |
| Lesbian/gay woman | Gay man | Bisexual | Heterosexual | Prefer Not to Say |
| Prefer to use own term: | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **How would you describe your religion or belief?** | | | | | | | |
| Buddhist | Christian | Hindu | Jewish | Muslim | Sikh | No religion | Prefer Not to Say |
| Other - please specify: | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **How would you describe your ethnic groups or backgrounds? Please tick all applicable to you.** | | | | | | | | | |
|  | | | | | | | | | |
| Welsh/English/Scottish/  Northern Irish/British | | Irish | | | Gypsy or Irish Traveller | | | Any other White background | |
|  | | | | | | | | | |
| White and Black Caribbean | | White and Black African | | | White and Asian | | | Any other Mixed/Multiple ethnic background | |
|  | | | | | | | | | |
| Indian | Pakistani | | | Bangladeshi | | Chinese | | | Any other Asian background |
|  | | | | | | | | | |
| African | | | Caribbean | | | | Any other Black / African / Caribbean background | | |
|  | | | | | | | | | |
| Arab | | | | | Any other ethnic group, please describe: | | | | |
|  | | | | | | | | | |
| Prefer Not to Say | | | | | | | | | |

**Appendix 2: Form For Information Only - Trustees sign on appointment**

**The Trustee’s Commitment**

NAME: ……………………………………………………………………………………

ADDRESS: ………………………………………………………………………………

………………………………………………………...POST CODE …………………..

I…………………………………………….. undertake to accept and agree as a Trustee:

• To take collective responsibility to help the Board discharge its responsibilities as set out in its Memorandum and Articles of Association, in its Statement of Governance Arrangements and in accordance with the policies and procedures of the Board.

• That where I disagree in principle with a decision of the Board, I will make this disagreement known and, if it compromises my position as a Trustee I will consider whether I can remain a member of the Board.

• That where I have concerns I will, if it is not possible or appropriate to raise these at a meeting of the Board, discuss them with the Chair and/or the Director.

• To be committed to the charitable objects of Women’s Equality Network (WEN) Wales , and to doing what I can to achieve those objects by helping realise WEN Wale’s Vision by upholding its Values and by acting in good faith when performing the role of a Trustee and in accordance with the policies and procedures of the Board.

• To attend at least 75% of the meetings of the Board of Trustees.

• To read the papers prepared for Board meetings prior to the meetings.

• To attend induction and training sessions arranged for Board members.

• To treat all other Trustees, the staff of WEN Wales and its members with courtesy and respect.

• Not to perform the role of Trustee under the influence of alcohol or drugs (but this does not preclude drinking alcohol at social events arranged for or by WEN Wales or the Board).

• To represent WEN Wales positively.

**Conflicts of interest**

As a Trustee I undertake to ensure that my private and personal interests do not interfere with or influence my decisions and that I will not use my position to obtain personal gain.

I will declare any conflict of interest should one arise to ensure that neither the business of the Board nor the integrity of my own position on it are compromised. If a conflict of interest arises I will, having declared it, accept the advice of the Chair as to whether I withdraw altogether from any involvement in the matter to which the conflict relates. Where a conflict of interest is likely to reoccur and/or if the Board resolves that it makes my position as a Trustee untenable, I will offer to resign.

**Gifts and Hospitality**

I will not accept:

• personal gifts with any significant monetary value (i.e. £5 or more);

• any hospitality if it could be seen as a means of exercising any improper influence over WEN Wales’ decisions;

• any lottery tickets.

Should I be offered any other gift or form of hospitality, I will always check with the Chair and/or Director before deciding whether to accept it.

Signed ……………………………………………….. Dated ……………………..